

Custodial, Labor and Trades Group
Custodial and Food Services Series

CUSTODIAL SERVICES COORDINATOR
10/83

CHARACTERISTICS OF THE CLASS:

Under general supervision, monitors and coordinates contracted custodial services to assure compliance with contract stipulations; and performs related duties as required.

EXAMPLES OF DUTIES:

Reviews custodial service agreements with Department Head or departmental representative to become familiar with contract provisions and assure proper delivery of services; provides the necessary information for formulating bid proposals for custodial services; inspects work for quality, quantity and timeliness in compliance with terms of contract.

Recommends changes and improvements to current or proposed services; approves minor changes in services that do not affect actual terms of contract.

Supervises the work of assigned custodial personnel.

May assist in reviewing bids in relation to specifications; advises departments of custodial services contractual rights and obligations; receives and informs contractor of complaints and deficiencies.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from high school or GED and five years of progressively responsible custodial experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of cleaning materials and equipment; considerable knowledge of cleaning methods; considerable knowledge of safety practices related to custodial work.

Ability to supervise; ability to make arithmetical calculations; ability to read and interpret contracts, proposals, blueprints, plans and legal descriptions; ability to express oneself clearly and concisely, orally and in writing; ability to enforce contract stipulations; ability to establish and maintain effective working relationships with fellow employees and contractors.

Physical Requirements: Work irregular hours, occasional lifting of heavy objects (50 to 100 lbs.), walking, standing, sitting, stooping, kneeling, bending and climbing; operation of a motor vehicle through City traffic.

Licenses and Certificates: Texas Operator's License.

Director of Personnel

Department Head